

**LDCM PROJECT MANAGEMENT WEBSITE
INSTRUCTIONS FOR REQUESTING WEBSITE ACCOUNT (REFERRED TO AS “NGIN”)**

1. Prior to your receiving access to the LDCM Project Management Website (referred to as “NGIN”), the LDCM Project will need information* from you that will become part of our integrated database/website.
2. All users must complete Part A of this form, and then sign and date Part B. If the user is NOT a U.S. Citizen, Part C of this application must be completed as well. (Note: the authorization process for non-U.S. citizens may take six weeks due to the NASA background check.)
3. Once the forms are completed, the user must **FAX** the signed forms to the LDCM Project Office, Attn. JoAnn Brasted, fax number 301-286-7434, and then **MAIL** the original, signed forms to the LDCM Data Management Office (DMO) at the following address:

LDCM Data Management Office
Attn: J. Chipouras
NASA/GSFC
Code 427
Bldg. 16W/Room N57
Greenbelt, MD 20771

4. When the signed forms are received by the LDCM DMO, the DMO will obtain the approval signature of the LDCM Line Manager responsible for the new account, as well as the signature of the LDCM CSO, and then forward the form to the LDCM network support group. If the new user cannot access the NGIN login screen, the network support group will provide instructions for network connection.
5. Once user access is established, he/she must contact Jim Chipouras (see information below) to obtain a user name and password to access the NGIN website.
6. If you have any questions regarding this form or your NGIN account, or if you experience problems with your network connectivity, please contact:

Natalie Chien
LDCM Data Management Office
301-286-8128
nchien@pop400.gsfc.nasa.gov

**Effective April 16, 2003, the GSFC IT Security Office requires each website user who requests access to a multi-user IT system must submit a signed “Account Request Document” for approval (reference Directive GPG 2810.1, Appendix G).*

INSTRUCTIONS for completing Part A:

NAME, TELEPHONE, EMAIL, FAX, PAGER, MAILING ADDRESS AT WORK, FACILITY CODE: Self-explanatory.

FUNCTIONAL TITLE: e.g., Systems Engineer, Administrative Assistant, etc.

AFFILIATION: organization code, company name, university name, or other affiliation identification. For non-government employees, identify the official relationship of the requester to NASA (Please indicate NASA Contract Number and Task Number).

CITIZENSHIP OF THE REQUESTOR: If not a U.S. citizen, indicate the nation of citizenship and U.S. status (such as Permanent Resident Alien or Foreign National). If routinely accessing the system from outside the United States, indicate from what country/ies normal access will occur.

SYSTEM OR GROUP OF SYSTEMS FOR WHICH AN ACCOUNT IS BEING REQUESTED: This information is already filled out on the form.

LEVEL OF USER PRIVILEGES AFFORDED TO THE ACCOUNT: This information is already filled out on the form.

REQUESTOR'S SIGNATURE/DATE: Self-explanatory.

-APPROVAL: To be filled out by the LDCM project office. |

COMPUTER'S STATIC (NOT DYNAMIC) IP ADDRESS: This address is registered with the EOS LAN group to provide access through the firewall. Please indicate if the address is a firewall address.

RESPONSIBLE GROUP: Indicate which group(s) you support.

PART A**ACCOUNT REQUEST DOCUMENT**
(All prospective users must complete this page)

LAST NAME	FIRST NAME	MIDDLE INITIAL
<hr/>		
TELEPHONE NUMBER	EMAIL ADDRESS	
<hr/>		
FAX NUMBER	FUNCTIONAL TITLE	
<hr/>		
PAGER/OTHER TELEPHONE	MAILING ADDRESS AT WORK, INCLUDING BLDG & ROOM NUMBER	
<hr/>		
FACILITY CODE	AFFILIATION (IF CONTRACTOR, SUPPLY CONTRACT & TASK NUMBERS)	
<hr/>		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
NASA CIVIL SERVANT?	CITIZENSHIP OF THE REQUESTOR	
<hr/>		

LDCM NGIN Server

SYSTEM, OR GROUP OF SYSTEMS, FOR WHICH AN ACCOUNT IS BEING REQUESTED

Non-Privileged

LEVEL OF USER PRIVILEGES AFFORDED TO THE ACCOUNT

COMPUTER'S STATIC (NOT DYNAMIC) IP ADDRESS: _____
(If you need help with this, contact your system administrator or the EOS LAN Help Desk at 301-286-9252)

IS THIS A FIREWALL IP ADDRESS? ☐ YES ☐ NO

RESPONSIBLE GROUP: To which of the following groups do you belong?
(Check the box adjacent to the group(s) to which you belong)

GSFC CIVIL SERVANT	<input type="checkbox"/>	USGS CIVIL SERVANT	<input type="checkbox"/>	SENIOR STAFF	<input type="checkbox"/>
GSFC CONTRACTOR	<input type="checkbox"/>	USGS CONTRACTOR	<input type="checkbox"/>	PROCUREMENT	<input type="checkbox"/>
HQ CIVIL SERVANT	<input type="checkbox"/>	MIT	<input type="checkbox"/>	CCB MEMBERS	<input type="checkbox"/>
EDC CIVIL SERVANT	<input type="checkbox"/>	MITRETEK	<input type="checkbox"/>	FINANCE	<input type="checkbox"/>
EDC CONTRACTOR	<input type="checkbox"/>	ITAR	<input type="checkbox"/>	RESOURCES	<input type="checkbox"/>
OTHER (SPECIFY)	<input type="checkbox"/>	PROJECT TEAM	<input type="checkbox"/>	NASA/USGS STUDY TEAM	<input type="checkbox"/>

REASON FOR ACCOUNT REQUEST: Please explain your need for access to the LDCM NGIN Server.

PART B

SIGNATURES

(All prospective users must sign and date this Acknowledgement Statement)

ACKNOWLEDGEMENT STATEMENT

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resource(s) is/are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

REQUESTOR'S SIGNATURE

DATE

MANAGER'S SIGNATURE

PHONE #

DATE

CSOs SIGNATURE

DATE

PART C**ACCOUNT REQUEST DOCUMENT – NON U.S. CITIZEN**
(Only complete this page if you are not a U.S. Citizen)

LAST NAME FIRST NAME MIDDLE INITIAL

MAILING ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

AFFILIATION

REQUESTOR'S CITIZENSHIP

LDCM NGIN Server

SYSTEM, OR GROUP OF SYSTEMS, FOR WHICH AN ACCOUNT IS BEING REQUESTED

Non-Privileged

LEVEL OF USER PRIVILEGES AFFORDED TO THE ACCOUNT**ACKNOWLEDGEMENT STATEMENT**

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resource(s) is/are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

REQUESTOR'S SIGNATURE

DATE**APPROVED BY**

NAME

TITLE

ORG CODE**CENTER IT SECURITY MANAGER'S APPROVAL**

NAME

DATE